

# Retention and Classification Report

**Agency:** Salt Lake City School District (Utah). Highland High School  
(2722)  
2166 South 1700 East  
Salt Lake City, UT 84106  
801-484-4343

**Records Officer** Britta Barney

17871 High school graduates records

**AGENCY:** Salt Lake City School District (Utah). Highland High School

**SERIES:** 17871

3

**TITLE:** High school graduates records

**DATES:** 1994-

**ARRANGEMENT:** Alphabetical by student's name

**DESCRIPTION:**

This card is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission and employment. The card includes the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains the following information: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, and in most cases, test scores, class ranking, grade point average, and social security number. Class rolls may take the place of missing official transcripts.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

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(continued)

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private